


6 September 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:


Assistant Director of Training for
Curriculum



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SUBJECT: Outstanding Items

1. Some components have not submitted the following items:

-List of new courses under development for
FY 86.

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-Names of two individuals to work with
 on surveys.  will
run a three-day seminar on how to conduct
surveys for the named individuals.)

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-5-year unit goals.

2. Please remember that no agenda items will be accepted which relate to new courses for approval or which call for quarterly review unless they are submitted in time for the consulting group to review and make recommendations. This translates into about three weeks before the scheduled meetings.

3. The next Curriculum Committee meeting is scheduled for 18 September at 1000 hours in the DTE Conference Room. Please submit your items next week. Tentatively scheduled are the following items:

-Review of component budgets

-Categorization of courses

-Approval of CBT priority list

-Approval of Media Production priority list

-Training Trainers

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